



**NASA
Procedural
Requirements**

COMPLIANCE IS MANDATORY

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NASA Transportation and General Traffic Management

Responsible Office: Logistics Management Division

Table of Contents

Preface

Chapter 1. Overall Transportation Responsibilities

Chapter 2. Transportation Assistance by Other Agencies

Chapter 3. Duties and Responsibilities at NASA Centers

Chapter 4. Cargo and Passenger Aircraft Charters and Leases

Chapter 5. Special Assignment Airlift Mission Requests

Appendix A. Definitions

Appendix B. Abbreviations and Acronyms

Appendix C. Information Required for SAAM or NRA Requests

Preface

P.1 Purpose

This NASA Procedural Requirements (NPR) document sets forth transportation and general traffic management responsibilities and procedures governing the use of commercial and Government transportation resources.

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities, and to contractors as specified in their contracts.

Its use is encouraged for all contractors engaged in transportation and general traffic management operations on behalf of NASA to satisfy contractual, institutional, program, or project obligations.

A requirement in this NPR is identified by "shall," a good practice by "should," permission by "may" or "can," expected outcome or action by "will," and descriptive material by "is" or "are" (or other verb forms of "to be").

P.3 Authority

- a. 42 United States Code (U.S.C.). 2473 (c)(1), Section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. NASA Policy Directive (NPD) 6000.1, Transportation Management.

P.4 References

- a. Department of Defense (DOD) Manual 4000.25-M, Defense Logistics Management System (DLMS).
- b. Military Standard (Mil-Std) 2073-1, DoD Standard Practice for Military Packaging.
- c. Department of Defense Directive (DoDD) 4500.9, Transportation and Traffic Management.
- d. NPR 6000.1, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components.
- e. NPD 2190.1, NASA Export Control Program.
- f. 41 CFR, Parts 101-41, Transportation Documentation and Audit.
- g. 48 CFR, Chapter 1, Part 47, Transportation.
- h. 48 CFR, Chapter 18, Part 1847, Transportation.
- i. 49 CFR, Subtitle B, Chapter 1, Pipeline and Hazardous Materials Safety Administration (PHMSA).
- j. International Air Transport Association (IATA) Technical Instructions - Transportation of

Dangerous Goods.

- k. International Maritime Organization, Dangerous Goods Shipping Code.
- l. NPR 8715.3, NASA General Safety Program Requirements.
- m. The Energy Policy Act of 1992 and 2005, as amended, 42 U.S.C. 13211 et seq.
- n. Executive Order (EO) 13423 - January 24, 2007 - Strengthening Federal Environmental, Energy, and Transportation Management.
- o. DLAD 4145.41, Packing of Hazardous Materials.
- p. AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipments.
- q. NASA FAR Supplement (NFS) 1847.200-70, Charter of Aircraft.
- r. NFS 1823.270, Federal Fleet and Transportation Efficiency.
- s. NSF 1851.2, Contractor Use of Interagency Fleet Management System Vehicles.
- t. NPR 7900.3, Aircraft Operations Management.
- u. NPD 7900.4, NASA Aircraft Operations Management.
- v. OMB Circular A-126, Improving the Management and Use of Government Aircraft.

P.5 Measurement/Verification

None.

P.6 Cancellation

This revision cancels NPR 6200.1B, dated July 15, 2003.

/S/

Thomas S. Luedtke

Associate Administrator for Institutions and Management

Chapter 1. Overall Transportation Responsibilities

1.1 Director, Logistics Management Office

1.1.1 The Director of the Logistics Management Office is responsible for providing overall functional leadership, guidance, direction, and management oversight for planning, implementing, and executing NASA transportation policies, guidelines, and performance standards at NASA Centers and Component Facilities.

1.2 Manager, Transportation Programs

1.2.1 The Manager of Transportation Programs has the following responsibilities:

- a. Serve as the functional staff manager of NASA traffic and transportation programs.
- b. Develop and issue policies, guidelines, plans, performance standards, and Agency-wide procedures relating to transportation management, including the following:
 1. Acquisition, use, and maintenance of equipment and facilities required in the execution of NASA transportation activities.
 2. Requirements for additional transportation services by common carrier, contractor, or others when required.
- c. Conduct negotiations with common carriers and their associations and represent NASA in proceedings before transportation regulatory agencies, subject to the General Services Administration's (GSA) concurrence.
- d. Assist project managers (PM), contracting officers (CO), and Center transportation officers (TO) on NASA transportation activities that might generate any of the following:
 1. Unusually high volume of NASA traffic.
 2. Unusual transportation problems involving size, weight, sensitivity, or hazardous commodities.
 3. Need for specialized equipment or facilities.
- e. Assist in the review of program and project transportation plans, pursuant to integrated logistics support initiatives.
- f. Interface with the Government agencies, e.g., Departments of Commerce, Defense, and Transportation; the GSA; the Interstate Commerce Commission; and the Surface Deployment and Distribution Command on NASA transportation matters.
- g. Negotiate operational responsibility for transportation projects in support of Agency goals.
- h. Provide guidance to NASA Headquarters Offices and Centers relating to facilities and equipment necessary to support NASA transportation activities.
- i. Oversee the implementation of Federal Property Management Regulations and other regulatory requirements relating to transportation management.

j. Plan and implement activities necessary to oversee transportation management programs at NASA Centers and Component Facilities.

1.3 Directors of NASA Centers and Component Facilities

1.3.1 Directors of NASA Centers and Component Facilities shall appoint a qualified individual as the Center Transportation Officer or Traffic Manager (TO/TM) to supervise the administration and accomplishment of all traffic management functions, both commercial and Government, for which the Center has responsibility.

1.3.2 Directors of NASA Centers and Component Facilities shall establish necessary internal policies and controls to ensure that the appointed TO/TM serves as a technical representative in procurements involving the acquisition of transportation assets.

Chapter 2. Transportation Assistance by Other Agencies

2.1 Assistance by Other Agencies

2.1.1 NASA Center TO/TMs can obtain general assistance directly from the General Services Administration's Regional Office or, in exceptional cases, from the Surface Deployment and Distribution Command Regional Office having responsibility for the geographic area in which the NASA Center is located.

2.2 General Services Administration

2.2.1 The General Services Administration, upon request, will provide freight traffic management data and services to all civilian agencies. NASA Center TO/TMs can obtain routine traffic management data and services directly from their Regional Office. Specific services include the following:

- a. Providing commercial carrier rates, routes, and charges.
- b. Developing proper technical description of articles for shipment.
- c. Providing general traffic management information, instructions, and training.
- d. Investigating loss/damage and assisting in filing claims.
- e. Conducting assistance visits and technical reviews.
- f. Using the Centralized Household Goods Traffic Management Program.

2.3 Surface Deployment and Distribution Command

2.3.1 The Surface Deployment and Distribution Command supervises the performance of the DoD's traffic management functions. They control all cargo moving via the Defense Logistics Management System (DLMS). Specific services include the following:

- a. Providing information on commodities such as equipment, explosives, rocket fuels, and pressurants including rates, routes, and changes. This information can be obtained from the DLMS Eastern Area or Western Area Headquarters.
- b. Providing technical assistance when it is necessary to ship NASA cargo via Military Sealift Command resources through Military Traffic Management Command terminals.
- c. Revising Military Standard Transportation and Movement Procedures (MILSTAMPS) that are applicable to NASA Centers that affect shipments to most overseas destinations by utilizing DoD air or water transportation resources.

2.4 Air Force Air Mobility Command

2.4.1 Upon request, the Air Force Air Mobility Command (AMC) will provide aircraft for NASA

special airlift requirements including Special Assignment Airlift Missions and special test-loading requirements. Use of AMC's services by NASA includes, but is not limited to, those instances in which commercial capability is not available to transport bulky items, items of extreme sensitivity requiring a controlled environment, or items needed to meet a critical launch schedule. Only NASA Center TO/TMs may authorize use of AMC's capabilities.

2.5 Military Sealift Command

2.5.1 Upon request, the Military Sealift Command (MSC) will provide oceangoing vessels or cargo space for special missions. NASA Center TOs may order shipments, using MSC's resources.

2.6 Department of Transportation

2.6.1 The Department of Transportation (DOT) publishes the Hazardous Materials Regulations (HMR) in 49 CFR, Parts 171-180. The HMR governs the transportation of hazardous materials (hazmat) in commerce. DOT issues Special Permits, formerly known as Exemptions and Approvals, which are documents authorizing the agency to perform a function that is not currently authorized under the authority of HMR. This Agency complies with Federal hazardous materials transportation law by following DOT hazmat training requirements for employees involved in pretransportation, transportation, and the packaging process of the transportation of hazmat in commerce.

2.7 International Air Transport Association

2.7.1 Hazardous materials shipped via air freight must comply with current DOT regulations. The DOT authorizes use of the International Civil Aviation Organization's (ICAO) Technical Instructions that most air freight companies use. The International Air Transport Association's (IATA) Dangerous Goods Regulations govern the transportation of dangerous goods (hazmat) by air.

2.8 International Maritime Organization

2.8.1 The International Maritime Organization is responsible for the promulgation of regulations that govern the international transportation of hazardous materials and dangerous goods by oceangoing vessel. These regulations may be used by the TO/TM tendering a shipment for inland water transportation as allowed by the DOT.

2.9 Departments of Commerce and State

2.9.1 The Departments of Commerce and State provide information on export and import controls and requisite licensing requirements. Export administration within NASA will be in accordance with the NASA's Export Control Program Manual published by NASA's Office of External Relations.

Chapter 3. Duties and Responsibilities at NASA Centers

3.1 Center Transportation Officers or Center Traffic Managers

3.1.1 The Center TO/TM serves as a technical advisor to the Center Director for all transportation and traffic management activities and serves as the focal point for all transportation and traffic management functions at the Center. The TO/TM will ensure the efficient operation of traffic management activities within the Center in accordance with this NPR and other applicable references. The TO/TM will ensure that transportation concerns are considered in program and project planning, management, status reporting, and scheduling as part of an integrated logistics support approach. The TO/TM will use licensed commercial carriers to the maximum extent practicable and give special attention to transportation costs and the shipment of freight via the lowest overall commercial transportation cost, except in the following instances:

- a. When time is of the essence with regard to the due date at destination.
- b. When the cargo is of high value or is sensitive and requires a high degree of reliability of protection while in transit.
- c. When the cargo is determined to be mission critical.

3.1.1.1 The TO/TM shall maintain appropriate institutional and program or project records involving transportation activities that shall include contracts and financial records if applicable.

3.1.1.2 The TO/TM shall maintain a current traffic management library for applicable regulations, tenders, selected tariffs, and other carrier rate quotations.

3.1.1.3 The TO/TM shall maintain a current terminal facilities guide.

3.1.1.4 The TO/TM shall ensure that shipments containing hazardous materials are processed and prepared for shipment and transportation in accordance with DOT HMR's in Title 49, CFR, Parts 171-180. Shipments must also be in compliance with the specific model requirement; for carriage aircraft: International Air Transport Association (IATA) technical instructions for the safe transport of dangerous goods and, specifically, 49 CFR, Part 175, for carriage by vessel: the International Maritime Organization Dangerous Goods Code (IMDGC) and, specifically, 49 CFR, Part 176, and for carriage by rail, specifically, 49 CFR, Part 174. Hazardous materials offered for shipment by military aircraft must comply with U.S. Air Force Materiel Command regulations.

- a. The TO/TM will ensure that personnel who are responsible for preparing, processing, and handling of shipments containing hazardous materials are properly trained in accordance with the applicable regulations in Title 49, CFR, Parts 171-180.
- b. The TO/TM will coordinate the removal of hazardous waste with the Center Environmental Management Office to ensure compliance with applicable regulatory agency guidelines.

3.1.1.5 The TO/TM will maintain liaison with commercial carriers servicing the Center to ensure their familiarity with loading procedures, services, schedules, facilities, and accessory charges. The TO/TM should be proactive in conducting negotiations with common carriers for requirements unique to the Center. Carriers will be furnished with adequate information in response to any formal inquiries concerning transportation matters except where classified or security-sensitive cargo is

involved. Clearance must be obtained from the Center Security Officer prior to the release of classified or security-sensitive information to carriers.

3.1.1.6 The TO/TM will prepare necessary transportation staff studies to support Center institutional, program, or project objectives, covering all transportation activities including cost trades, transportability, development of individual transportation plans, and individual packaging, crating, marking, dimensional clearance, weight limitations, and all allied transportability problems.

3.1.1.7 The TO/TM shall ensure technical supervision of safe loading, blocking, bracing, unloading; the suitability of applicable carrier equipment, as required; and prompt release of equipment to avoid detention charges.

3.1.1.8 The TO/TM or other designated personnel shall file a claim and other standard forms in connection with reporting, resolving, and preventing overage, shortage, damaged, lost, or stray NASA freight as directed by 41 CFR, Parts 102--117 and 118. SF 361 is obsolete.

3.1.1.9 The TO/TM is responsible for the custody, accountability, and issuance, of both Commercial and U.S. Government Bill of Lading and the conversion of Government Bills of Lading in accordance with Federal Management Regulations. This includes the following duties:

- a. Initiate international shipment on the U.S. Government Bill of Lading (Standard Form (SF) 1103). All shipments remain subject to the terms and conditions set forth in the standard form of the U.S. Government Bill of Lading and any other applicable contract or agreement, per 41 CFR, Parts 101-41, which limits authority to use the U.S. Government Bill of Lading.
- b. Establish and monitor a process, in conjunction with the Center Financial Management Officer, for reviewing and certifying all public vouchers prior to payment that are executed in conjunction with the U.S. Government Bill of Lading. It must include a system or series of controls that will preclude making duplicate payments.
- c. Payment of transportation charges under the procedures outlined in 41 CFR, Parts 102-118.95 must be billed by and paid to the carrier of origin or freight forwarder.
- d. Charges may not be waived to any other carrier.
- e. Payment of transportation charges to a carrier of origin will be based on commercial forms and paid for by each NASA Center initiating shipment.

NOTE: Household Goods shipments, both domestic and international, shall be the responsibility of and coordinated through the NASA Shared Services Center (NSSC).

3.1.1.10 The TO/TM shall serve as the Center focal point for all Special Assignment Airlift Missions (SAAM) and test load applications. See Chapter 5 for details.

3.1.1.11 In consultation with the Center Export Administrator, the TO/TM shall ensure that all exports and transfers of commodities, technologies, and software under Center programs and projects are accompanied by appropriate and accurate export control documentation, including validated licenses, Foreign Consignee Statements, or other authorizing documents and markings, as needed, as well as the Shipper's Export Declarations.

- a. Exports and transfers required by Headquarters program or project managers will be handled through the Goddard Space Flight Center's Transportation Officer who shall consult with the Center Export Administrator and the Headquarters Export Administrator on all Headquarters exports.
- b. With the exception of Shipper's Export Declarations, TOs are not authorized to sign export licensing documents. For guidance on export procedures, see the NASA Export Control Program

manual.

3.1.1.12 The TO/TM has the following responsibilities with regard to motor vehicles:

- a. The TO/TM shall ensure compliance with Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and Energy Policy Act of 1992 and 2005, which requires that the Federal Government exercise leadership in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of alternative fuel vehicles (AFV) and alternative fuels.
- b. The TO/TM shall establish, in conjunction with the Motor Vehicle Operations Officer, a permissible operating distance for movement of passengers and shipment of cargo or equipment via Government-owned or leased equipment. Consideration will be given to the Energy Conservation Program when the permissible operating distance is formulated.

3.1.1.13 The TO/TM provides traffic management guidance to NASA contractors for which the Center has cognizance.

- a. The TO/TM shall ensure contractors who operate Government-owned vehicles meet the requirements provided in the NASA compliance strategy dated December 2002. This strategy describes the steps NASA will take in fulfilling the requirements of the Energy Policy Act and Executive Order 13423.
- b. The TO/TM shall review and validate all contractor vehicle requirements, as they relate to Government-owned vehicles, prior to contract award. These vehicle requirements shall be agreed upon with the procurement request originator or project manager, and provided to the contracting officer as part of the specification or statement of work for incorporation into the solicitation and resulting contract. Annually, the TO/TM, in conjunction with the contractor, will hold a vehicle review to validate type and quantity of all Government-owned and contractor-operated vehicles to ensure proper allocation and utilization of vehicles based on program requirements.
- c. The TO/TM, in conjunction with the Contracting Officer, shall review contractor requests for additional Government-owned vehicles. Unless the contractor receives written approval from the TO/TM, the contractor will not negotiate directly with GSA to acquire or dispose of any Government-owned vehicle.
- d. While contractors who operate Government-owned vehicles are responsible for assembling and reporting Federal Automotive Statistical Tool (FAST) data, not later than October 15 of each calendar year, the TO/TM shall provide contractors with the data elements for FAST and provide guidance or interpretation of FAST, as required. The TO/TM may elect to enter contractor FAST data in lieu of having the contractor enter it for inclusion into their Center's annual report.

3.1.1.14 The TO/TM has the following regulatory responsibilities with regard to commercial agreements:

- a. Ensure that the International Air Transport Fair Competitive Practices Act of 1974 is adhered to in accordance with the guidelines issued by the Comptroller General of the United States for air passengers and freight.
- b. Obtain assurance from carriers that they have obtained or will secure all necessary permits prior to release of the shipment. When circumstances warrant, the TO/TM may assist commercial carriers in obtaining necessary highway permits from local and State regulatory bodies for oversize or overweight loads but will, in no case, be responsible for obtaining requisite permits.
- c. Prepare and transmit statutorily required transportation control and movement documents for all

shipments.

d. Notify the Director of the Logistics Management Office and the General Counsel prior to initiating, defending, participating in, or supplying information for use in proceedings involving transportation rates, fares, charges, or services before notifying any transportation regulatory agency. It is necessary to clear all sensitive or classified written or oral testimony through the cognizant Center Security Officer and the Center Legal Counsel prior to release to any regulatory body. Center personnel who have been subpoenaed by any regulatory body or who have been selected by NASA Headquarters to appear before a regulatory body should consult with Agency Counsel and be accompanied by Agency Counsel at any appearance. The notice should include any evidence, exhibits, names of witnesses, and any other pertinent data to support the proposed NASA position.

3.1.1.15 The Center TO/TM is responsible for advising the Manager of the Agency Transportation Programs of transportation program exigencies. Specifically, the TO/TM shall promptly notify the manager of the following:

a. When they are requested by carriers or other interested parties to participate in or to supply information for use in support of applications or petitions for new or additional transportation services. Notifications will include the following information:

1. Source of the request and type of information or participation requested.
2. A brief description of the proceedings, including docket number, date, and place of hearing(s).
3. Description of authority or services being considered, including a copy of the application or petition, if available.
4. Proposed action by NASA in the proceedings.
5. A summary of actual and potential traffic covering a period of not less than 90 days for past traffic and one year on a projected trend.
6. Other information considered of value in establishing a NASA position.

b. When the proposed abandonment or discontinuance of a transportation service will cause a material weakness at a NASA Center.

c. When Special Assignment Airlift Mission requests for test loading of material involving transportability in military airlift aircraft are necessary. Normally, the U.S. Air Force requires a minimum of 60 days notice, prior to the date of test loading.

d. When budget estimates and costs are required in support of installation, program, and project planning activity.

e. When requests for DOT Hazardous Materials exemptions and approvals, in accordance with 49 CFR, Part 107, Subtitle B, Chapter 1, are required.

f. When purchases, leases, or rentals of major transportation equipment or transportation facilities are contemplated for the execution of a program or mission. Detailed information and complete transportation plans shall be included.

3.1.2 The TO/TM will provide requested assistance to Contracting Officers and other authorized procurement officials and serve as technical consultants in all traffic management areas of responsibility relating to the movement of cargo and freight and to contractor personnel relocations involving reimbursement from the Government. These include the following responsibilities:

3.1.2.1 The TO/TM will prepare and evaluate cost comparisons of freight shipments proposed in

relation to NASA contracts and purchase orders.

3.1.2.2 The TO/TM will supply Center-unique transportation clauses, if needed, to the Contracting Officer who will obtain the necessary approvals for inclusion in applicable purchase orders, bids, contracts, or other associated procurement documents.

3.1.2.3 Areas for consideration in procurement actions include the following:

- a. Determination of Free On Board point(s).
- b. Transportation rates and charges.
- c. Mode of transportation required.
- d. Freight classification.
- e. Transportability problems.
- f. Packaging and preservation.
- g. Clearances.
- h. Volume moves.
- i. Tracing and expediting freight.
- j. Documentation of shipments.
- k. Delivery date(s) of cargo.
- l. Sensitivity of cargo.
- m. Processing shipments involving less than \$100,000 in transportation charges.
- n. Transit privilege(s).
- o. Test loadings as required.

3.1.2.4 The TO/TM shall prepare and periodically update routing guides to maintain them in a current status. Purchase agents may use the guides when applying prepay and add-on transportation charges to small purchases.

3.2 Center Procurement Officers

3.2.1 Center Procurement Officers, in consultation with the TO/TM and the request originator, are responsible for the following:

- a. Providing guidance and facilitating acquisition planning with respect to motor vehicle management requirements.
- b. Ensuring that solicitations and contracts contain the appropriate provisions and FAR clauses to implement energy-efficient motor vehicle requirements.

3.3 Center Contracting Officers

3.3.1 Contracting Officers are responsible, under NASA procurement regulations, for effecting coordination with the TO/TM prior to solicitations, contract awards, or any contract termination

actions and throughout the performance period of contracts and the termination process.

3.4 Procurement Request Originators

3.4.1 Procurement request originators are responsible for the following:

- a. Consulting early on in the procurement process with the appropriate parties (e.g., TO/TM, contract specialists) to facilitate procurement planning.
- b. Utilizing statements of work or specifications which include motor vehicle requirements in accordance with this NPR, including explicit numbers and types of vehicles and GSA sourcing requirements if any.
- c. Coordinating with the TO/TM for approval.

Chapter 4. Cargo and Passenger Aircraft Charters and Leases

4.1 Approval of Cargo Aircraft Charters and Leases

4.1.1 Center TO/TM has the responsibility to determine requirements for the transportation of cargo by charter or leased aircraft. Prior to contract award, the Center's flight operations office, in accordance with NASA Aircraft Operations Management Directive (NPD 7900.4B), has the responsibility to review and concur with all Center contracts or agreements involving aviation operation and safety. Justification for use of chartered or leased aircraft shall be submitted with a detailed statement that the requirement cannot be effectively met by the use of regularly scheduled commercial services. If a Center does not have a flight operations office, support from another Center's flight operations office is required and shall be coordinated by the Aircraft Management Division (AMD).

4.1.2 Centers using leased or chartered aircraft services shall report each use to the Manager of the Agency Transportation Programs on a fiscal year basis. Data shall be submitted no later than 30 days after the end of the fiscal year. Reports will include the following information for each individual lease or charter:

- a. Description and weight of cargo.
- b. Type of aircraft used.
- c. Dates of use.
- d. Cost.
- e. Points of origin and destination.

4.2 Approval of Passenger Aircraft Charters and Leases

4.2.1 Each NASA Center shall establish procedures to charter commercial/military aircraft for the purpose of passenger transportation (classified as Other Official Travel) per OMB Circular A-126 and the policies of NPR 7900.3B, Chapter 4.

4.2.2 All flight requests for passenger transportation by commercial/military charter aircraft shall be documented on NF 1653 (Mission Management Flight Request). Flight requests shall be reviewed by the Center Chief Counsel for compliance with 41 CFR, Parts 101-37 and OMB Circular A-126 and approved by the Center Director. Requests shall only be authorized when:

- a. There is no common carrier transportation readily available from the point of origin to the destination and return.
- b. The time necessary to accomplish the trip by common carrier could jeopardize a crucial mission for which the travel is authorized.
- c. The actual cost of using charter is not more than the cost of using commercial/military aircraft.

4.2.3 Flights classified as Other Official Travel with Senior Federal Officials aboard shall be requested and approved in accordance with NPR 7900.3B, chapter 4.4, section 4.4.1.

4.2.4 Centers using leased or chartered aircraft services shall report such use to the Manager of Agency Transportation Programs annually no later than 30 days after the end of the fiscal year. Reports will include the following information for each individual lease or charter:

- a. Number of passengers.
- b. Type of aircraft used.
- c. Dates of use.
- d. Cost.
- e. Points of origin and destination.

Chapter 5. Special Assignment Airlift Mission Requests

5.1. Requesting a Special Assignment Airlift Mission or Opportune Airlift Request

5.1.1 Center TO/TMs must initiate SAAM requests or Nonrevenue Airlift Requests (NRA) by facsimile or e-mail to the Transportation Officer at the Kennedy Space Center.

5.1.1.1 The facsimile or e-mail message request for the mission must be in the format set forth in Appendix C of the NPR.

5.1.1.2 Each NASA Center must establish internal procedures for the processing and approval of mission requests.

5.1.1.3 Funding for SAAMs will be provided by the requesting Center. The appropriate fund citation will be included in the message.

5.1.1.4 Hazardous or dangerous materials will be properly identified and the storage, packaging, size and types of containers, as well as the quantity of the materials, will be in accordance with AFMAN 24-204.

Appendix A. Definitions

A-1 Astray Freight. Shipments or portions of shipments found in a carrier's possession or delivered to a Government installation for which a valid bill, waybill, or freight bill is not available or which is being held for any reason except transfer.

A-2 Dangerous Goods. Articles or substances which are capable of posing a risk to health, safety, property, or the environment and which are shown in the list of dangerous goods or which are classified according to the IATA Dangerous Goods Regulations.

A-3 Discrepancy. Any variation between the data shown on the bill of lading or other transportation document and the quantity, condition of the containers, or contents actually received. This includes overages, shortages, visible damages, and concealed damages.

A-4 Freight Classification. A system of grouping together commodities of like or similar transportation characteristics for assigning ratings to be used in applying rates.

A-5 Hazardous Material. A substance or material that the DOT has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table in 49 CFR, Part 172.101, and materials that meet the defining criteria for hazard classes and divisions in the 49 CFR, Part 173.

A-6 Household Goods. Household furnishings, such as furniture or equipment, clothing, books, baggage, and personal property and effects associated with the home and person at the time of shipment or storage. The term usually does not include the following items:

- a. Motorcycles and similar motor vehicles.
- b. Trailers with or without property.
- c. Airplanes.
- d. Mobile homes and camp trailers.
- e. Boats.
- f. Birds, pets, and livestock.
- g. Building or construction materials.
- h. Cordwood.
- i. Property belonging to persons other than the head or immediate family members of a household.
- j. Property intended for use in conducting a commercial enterprise.

A-7 Logistics. The science of planning for, providing, and applying available resources necessary to operate and maintain a given system or product in a specified operational environment.

A-8 Negotiated Tender. A special tender that is offered by commercial carrier(s) in response to a request for adjustment.

A-9 Oversized and Overweight Shipments. Nonroutine shipments of freight that require special consideration and transportation planning involving transportability factors and one or more of the following:

- a. Special permits required for shipments scheduled to move over the open highways.
- b. Freight exceeding the dimensions or weights prescribed in the Railway Equipment Register and Railway Line Clearance.
- c. Cargo that must move via marine or air modes due to transit time limitations, item configuration, or environmental requirements that do not permit the use of other modes.

A-10 Test Loading. A planned test to determine the preliminary loading, securing, and offloading methods for oversized, overweight, sensitive, or dangerous items aboard a military aircraft or other modes of transportation.

A-11 Traffic and Transportation Management. Responsibilities that encompass planning direction, control, supervisory, and administrative tasks required to provide for efficient and economic freight movement or passenger transportation service.

A-12 Transit Privilege. The opportunity of storing or processing shipment at a transit point and subsequently reforwarding the same material or its equivalent to its destination and receiving the benefit of the lowest rate in effect from the initial point or origin to the final destination, plus transit charges.

A-13 Transportability. The inherent capability of material to be moved by towing or self-propulsion, or by carrier via railways, highways, waterways, and airways. Transportability includes consideration of the sensitive or dangerous nature of material and equipment or those items susceptible to damage in transit.

A-14 Transportation Officer or Traffic Manager. An individual with the assigned responsibility for the direct administration and operation of all traffic management functions, which includes applicable offsite locations.

A-15 Transportation Planning. The science of applying traffic management principles to programs and projects as well as the equipment and related hardware procurements.

A-16 Volume Movements. Freight shipments amounting to or exceeding 200,000 pounds, scheduled to move from one point of origin to one point of destination, regardless of the amount of time between forwarding of the first consignment and receipt of the last consignment.

A-17 Voluntary Tender. Tenders offered by commercial carrier(s) for reasons best known to the carrier(s) and that are not in response to an adjustment request from NASA. As the term implies, a tender is offered by a commercial carrier on a voluntary basis for soliciting Government shipments involving freight, household goods, or passengers.

Appendix B. Abbreviations and Acronyms

AFV	Alternative Fuel Vehicles
DLMS	Defense Logistics Management System
DoD	Department of Defense
DoDD	Department of Defense Directive
DOT	Department of Transportation
EO	Executive Order
EPAct	Energy Policy Act
FAST	Federal Automotive Statistical Tool
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IFMS	Interagency Fleet Management System
IMDGC	International Maritime Organization Dangerous Goods Code
MILSTAMPS	Military Standard Transportation and Movement Procedures
MSC	Military Sealift Command
Mil-Std	Military Standard
NF 1653	NASA Form 1653 (Mission Management Flight Request)
NFS	NASA FAR Supplement
NPD	NASA Policy Directive
NRA	Opportune or Nonrevenue Airlift Request
PIH	Plug-In Hybrid
SAAM	Special Assignment Airlift Mission
TO/TM	Transportation Officer or Traffic Manager

U.S.C.

United States Code

Appendix C. Information Required for SAAM or NRA Requests

REQUESTING OFFICE: Enter organization and office symbol, requester's name, duty station, and e-mail address.

WHERE TO FLY: List specific airport or Air Force Base.

a. FROM:

b. TO:

If additional stops are required, add them as additional TO lines.

DATES OF DESIRED MOVEMENT: Advise if there is any flexibility in the dates, if any, before or after the desired dates.

a. When cargo will be ready for pickup: DD/MM/YYYY

b. When to depart origination station: DD/MM/YYYY

c. When to arrive at destination: DD/MM/YYYY

If additional stops are required, enter desired dates.

TOTAL NUMBER OF PASSENGERS: Indicate if passengers will have luggage.

CARGO INFORMATION FOR EACH ITEM(S) BEING MOVED: If additional stop required, provide this information for each load point.

a. Name of item(s) being moved.

b. Total weight of item(s) in pounds.

Dimension of item in inches – length x width x height.

TOTAL SHORT TONS OF CARGO AND PASSENGERS: Use 200 pounds per passenger, 100 pounds per luggage, add all cargo weight in pounds divided by 2000, which will give the short ton weight.

HAZARDOUS CARGO: If any cargo is hazardous, identify the hazards and provide the pertinent information, IAW AFJMAN 24-204. Needed assistance can be requested from TMO/TMC regarding the hazardous cargo.

JUSTIFICATION/REMARKS: Give a relatively brief but comprehensive description of the request.

JUSTIFICATION/REMARKS: Give a relatively brief, but comprehensive, description of this airlift is supporting, including mission if possible. Provide any additional origin/interim/destination location, as applicable. If this is an NRA request, give detail.

- b. **OFFLOAD:** Name, telephone number(s), fax number, and organization and mail code, if applicable.
- c. **BILLING OFFICE:** Name, telephone number(s), fax number, and organization and mail code, if applicable.
- *d. **FLYING UNIT:** Name, telephone number(s), fax number, and organization and mail code, if applicable.
- e. **ADDITIONAL CONTACT(S):** Provide the same information as above.

* Applies to NRA requests only.

NOTE: For additional assistance with SAAM or NRA requests, contact:
<http://centerops.ksc.nasa.gov/offices/centerdiv/saamOn.htm>